



North Carolina Department of Health and Human Services
Division of Budget and Analysis
2001 Mail Service Center • Raleigh, North Carolina 27699-2001
Telephone (919) 733-6396 • Fax (919) 733-2944

Michael F. Easley, Governor
Dempsey Benton, Secretary

James B. Slate, Jr., Director

February 14, 2008

MEMORANDUM 2008-04

TO: Division Directors
Division Budget Officers
Office Directors

FROM: Jim Slate

Sandra Trivett

SUBJECT: SFY 09-11 Results Based Budgeting Agency Overview

This memo is written to detail the next steps associated with the Results Based Budgeting effort. As you already know, the first submission of this project is due to the Office of State Budget on February 29, 2008. To be included in this submission are draft submissions of your agency's overview, mission statement, goals, strategies and key agency indicators. All agencies are to use OSBM's web-based forms for the completion of these submissions which can be found at <http://data.osbm.state.nc.us/rbb.html>.

As we have previously indicated, nearly all of the information that will need to be submitted for the RBB update either already exists as part of or will be developed for existing performance planning initiatives within DHHS. Specifically, this includes the DHHS Performance Management Database, prior year RBB documents and the DHHS Business Plan. In order to ensure that we are providing information for the RBB that is consistent with each of these sources, please utilize these documents as resources in completing your submissions. We have reattached the crosswalk that has been developed by Budget and Analysis and the Office of Policy and Planning which designates the specific data sources that should be used as the basis to frame your response for each RBB element.

Upon completion of your submissions on the web-based forms, please notify Rob Kindsvatter by e-mail, that your forms are ready for review. As always early submissions are appreciated, however all forms should be completed **no later than February 26, 2008.**

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Staff from Budget and Analysis and the Office of Policy and Planning will review your submissions and get comments back to you in order to finalize these documents for OSBM review.

Thank you in advance for your attention as it relates to this important effort.

Attachment

JBS:gg

cc: Dempsey Benton
Dan Stewart
Jane Smith

Jackie Sheppard
Sharnese Ransome
DHHS Program Analysts

Results –Based Budgeting Preparation for 2009-11 Biennium

RBB Required Element	Primary Components	Recommended DHHS Data Source
Agency Overview (new)	Current performance/progress; major initiatives re; operations, services, productivity; trends; challenges; future direction	Business Plan update (Q# 1,2,6,7)
Mission Statement (update)	Why, What, For whom; agency impact	Previous RBB; Business Plan
Goals (update)	What, who, method of approach and results	Previous RBB; Business Plan; PMD
Strategies (new)	How agency will make progress related to goals and mission (how we get where we need to be)	Business Plan (Q #8, 9)
Key Agency Indicators (new)	Most significant measures where success is critical; focus on results; reflect mission and budget impact/decisions	Business Plan (Q # 3, 4, 5); PMD
Fund Purpose Statements (update)	Mission statement for fund	Previous RBB
Service Statements (update)	Business processes/operations supported by fund	Previous RBB; Business Plan; PMD
Service Analysis (update)	Costs of each service in dollars and staff	Previous RBB; Business Plan; PMD
Measures (update)	Quantitative impact of services	Previous RBB; Business Plan; PMD